

11-12-1863

Form Number 3(A): For Issues or Ordnance of Stores

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CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will invariably be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority, as per paragraph 1334, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter, 1863.

At all Armories, Arsenal, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers must be preserved in appropriate books.

GEO. D. RAMSAY,
Brig. General,
Chief of Ordnance.

ABSTRACT No. VOUCHER No.*

RECEIPT FOR ISSUES TO

.....

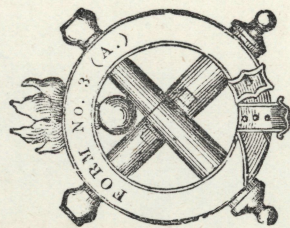
.....

.....

on the day of , 186 ,

AS PER INVOICE DATED

the day of , 186 .



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement
In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b;) and upon receipt of the Stores, the receiving officer will return receipts in duplicate, according to Form 7 (a.)

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a.) and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY VIRTUE OF WHICH THE ISSUE WAS MADE, MUST ACCOMPANY AND BE ATTACHED TO THIS RECEIPT. (See extract from Circular No. 52, from Ordnance Office, as above) If the original order cannot be furnished, a *certified copy* must be given.

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

FORM No. 3 (A.)
(For issues or transfers of Ordnance Stores.)

Received at this day of , 186 ,
of , the following Ordnance and Ordnance Stores,
as per invoice dated the day of , 186 .

(IN DUPLICATE.)